



Account Specialist

Job Code: 0509

Originated: 11/2001

Salary Grade: 2132

FLSA: Non-Exempt

Revised: 2/16/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

The fundamental reason this classification exists is to perform a wide variety of basic accounting duties for one or more City programs.

DISTINGUISHING CHARACTERISTICS

Work is performed under close supervision by the Payables Manager or other department manager. The Account Specialist is distinguished from the Sr. Account Specialist by the latter performing more responsible and technical accounting work. This classification is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Operates a PC or terminal and a variety of standard office machines, copiers, phones and related equipment.
- Opens, sorts, counts, and distributes mail; visually verifies and reviews materials for the highest level of quality/priority.
- Verifies approvals and adequacy of written supporting documentation and maintains vendor files.
- Processes check requisition payments, which includes batching, keying, and verifying. Prepares documents for off-site storage, organizes and maintains on-site files, and/or prepares documents for imaging.
- Inputs weekly statistical data in electronic spreadsheet.
- Balances daily system input before nightly run. Includes void checks and vouchers entered, deleted, and changed.
- Processes purchase order invoices which includes reconciling PO to receipts and invoices keyed; analyzing purchase order line items and/or history; requesting appropriate adjustment for payment from purchasing; and reconciling system debit memos to invoices outstanding.
- Identify purchase order or invoice problems by viewing on-line PO and invoice hard copy.
- Prescreen and batch purchase order invoices and maintain exception report.
- Facilitate team meetings and maintain meeting minutes.

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- Answers written and oral requests for routine information, responds to complaints and requests for information related to assigned area(s) of responsibility.
- Seeks out innovative ways to streamline and improve paper flow processes.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

The principles and practices of accounts payable or purchasing.
Computerized financial systems.

Ability to:

Effectively communicate verbally and in writing on the phone and in person.

Prepare routine reports and statements manually and on the computer.

Accurately compute mathematical figures.

Operate a variety of standard office equipment including a personal computer and a variety of computer software, copy and facsimile machines, telephone, and 10-key calculator.

Manually pull records, distribute information or input data.

Organize, prioritize, and follow through on all assignments.

Deal effectively and courteously with the public.

Mentally analyze and verbally explain administrative guidelines or policies to the public.

Education and Experience

Any combination of training and experience equivalent to two years clerical and accounting experience.

Licensing and Other Requirements

None.

SUPERVISION RECEIVED AND EXERCISED

Works under close supervision of the manager according to established work routine.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal city office environment.

Lift and carry storage files and computer reports weighing up to 20 pounds.

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This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.